

BANKRUPTCY CASE OPENING

Updated 04/22/2008

This process shows the steps and screens required for an external user to open a bankruptcy case in CM/ECF. Please Note that if any fee amounts appear on screenshots below, they were correct at the time of posting but may or may not be current now (check the most current fee schedule on the courts website).

STEP 1 - Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar.

STEP 2 - The BANKRUPTCY EVENTS screen displays.

- Click on Open a BK Case hyperlink.
- For further information on each of these categories, click the (Help) icon.

STEP 3 - The CASE DATA screen displays.

- Case Type defaults to bk.
- The current date is displayed.
- Select the Chapter from the pick list.
- The default value for Joint is n (no), for a Joint filing select y (yes).
- Are any Schedules/Statements missing? Select Y for Yes or N for No from the drop-down list.
- Click the [**Next**] button.

STEP 4 - The SEARCH FOR A DEBTOR screen displays.

- Before adding a party, a search of the database for the debtor must be performed. A search may be performed by Social Security Number, Tax Identification Number, Last Name or Business Name.
- Enter the last name or the first few characters of the last name to search. If this is a business filing, enter the first word or significant words of the name to search the database. The entire business name is stored in the Last/Business name field. The field size is 80 characters.
- Enter the debtor's last name and click [**Search**].
- Search Hints:
 - Enter one field of data for each search. Format Social Security Number or Tax ID

with hyphens.

- Include punctuation. (O'Brien)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild cards (*) are not required at the end of search strings.

STEP 5 - If there are no matches, the system will return a No Person Found message.

- If the system finds a match, you can select that name and a “popup” box will give you the rest of the information as it is in the database. Verify that the information is correct before selecting. Click the **[Submit]** button.
- If available information is incorrect or if the party is not in the database, proceed to add the party. Click **[Create New Party]**.

STEP 6 - The DEBTOR INFORMATION screen displays.

- Enter debtor's Name and Mailing Address information in the appropriate boxes.
- Be sure to put a period after any initial and to include any generation information.
- Enter the Social Security number and/or Tax ID number.
- Be sure to begin the debtor's address on the address line
- Type in City, State and Zip.
- Select the debtor's County of residence from the pick list.
- **NOTE:** Type the first letter of the county name for a faster search. Continue to type the letter to scroll down the counties that begin with that at letter.
- Enter further descriptive text in the Party Text field, if appropriate. (A Connecticut Corporation, Guardian of the State, etc.)

STEP 7 - The PARTY INFORMATION screen is re-displayed.

- If the party has an alias, click the **[ALIAS]** button. If no aliases are to be entered, skip to STEP 10. Otherwise, proceed with Steps 8 and 9.

STEP 8 - The ALIAS screen appears.

- Click **[Add aliases]**. Alias Role selections can include aka, dba, fdba, and fka.

STEP 9 - The DEBTOR INFORMATION screen appears once more.

- Clicking on the **[Review]** button presents a screen summarizing the alias activity entered for this debtor. This is an automatic QC of the debtor information.
- Verify the information.

- Be cautious of the **[Clear]** button. You could accidentally delete information.
- Click **[Return to Party Screen]**.

STEP 10 - The DEBTOR INFORMATION screen will return again.

- If you are finished adding information for this new party and all of the information entered is correct, click **[Submit]** to continue with Case Opening.
- **NOTE:** When the case is a joint petition, the joint debtor search screen is displayed next. Follow steps 4 through 9 to enter joint debtor's information.
- If the joint debtor's address is different, remove the checkmark for Copy Previous Party's Address selection.

STEP 11 - The DIVISIONAL OFFICE screen is displayed.

- Verify that the defaulted information is correct, specifically the county code (utilize the County Code List to cross reference). If incorrect information is displayed use the back button to check party information that was entered.
- Click the **[Next]** button.

STEP 12 - The STATISTICAL DATA screen appears.

- Prior filing within the last eight years - Select Yes or No from the drop down list.
- Fee Status values are Paid, Installment, Fee not Paid, IFP Filing Fee Waived (Chapter 7 filing only). If the petition is accompanied by an Application to Pay Filing Fee in Installments, choose Installment from the pick list.
- Designate the Nature of Debt as Consumer or Business.
- The asset notice is automatically determined based on the chapter.
- Select the range of Estimated Creditors from the pick list.
 - 1 - 49
 - 50 - 99
 - 100 - 199
 - 200 - 999
 - 1,000 - 5,000
 - 5,001 - 10,000
 - 10,001 - 25,000
 - 25,001 - 50,000
 - 50,001 - 100,000
 - over 100,000
- Select the correct dollar range for Estimated Assets.
 - \$0 - \$50,000
 - \$50,001 - \$100,000
 - \$100,001 - \$1 million
 - \$1,000,001 - \$10 million
 - \$10,000,001 - \$50 million

- \$50,000,001 - \$100 million
 - \$100,000,001 - \$500 million
 - \$500,000,001 - \$1 billion
 - More than \$1 billion
- Select the correct dollar range for Estimated Liabilities.
 - \$0 - \$50,000
 - \$50,001 - \$100,000
 - \$100,001 - \$1 million
 - \$1,000,001 - \$10 million
 - \$10,000,001 - \$50 million
 - \$50,000,001 - \$100 million
 - \$100,000,001 - \$500 million
 - \$500,000,001 - \$1 billion
 - More than \$1 billion
- Select the Type of Debtor and/or Nature of Business by clicking the appropriate radio button. Additional debtor type(s) may be selected from those listed with check boxes beside them.
- Click the [**Next**] button.

STEP 13 - The case open VERIFICATION screen appears.

- If you want to continue to open this new bankruptcy case, click the [**Next**] button.
- **NOTE:** If you are NOT including Schedules/Statements with the Petition, do NOT input any amounts on the following Summary of Schedules screen.

STEP 14 - The SUMMARY OF SCHEDULES screen displays.

- **NOTE:** Only report the totals for the Schedules being filed. If you have not filed any of the schedules indicated on this Summary screen then leave the fields as is and click the [**Next**] button.
- Report the totals in the corresponding fields from
 - Schedule A - Real Property
 - Schedule B - Personal Property
 - Schedule D - Creditors Holding Secured Claims
 - Schedule E - Creditors Holding Unsecured Priority Claims
 - Schedule F - Creditors Holding Unsecured Nonpriority Claims
 - Average Income (from Schedule I, Line 16)
 - Average Expenses (from Schedule J, Line 18)
 - Current Monthly Income (from Form 22A, Line 12; Form 22B, Line 11; Form 22C Line 20)
 - Total Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt – 28 U.S.C §159)
 - Total Dischargeable Debt (Computed). The system will automatically compute this total unless any value above for D, E, F, or nondischargeable

- debt is not known.
- Click the **[Next]** button.

NOTE: Enter Schedule or Statement amounts as follows –

- *Enter the current monetary value of the Schedule or Statement; OR*
- *Enter a zero (0) amount if the schedule/statement is filed but has a zero total or is “not applicable”; OR*
- *Leave the amount field blank if the schedule/statement has not been filed.*

STEP 15 - The SELECT PDF screen displays.

- Select .pdf file to associate with this event.

NOTE: The Voluntary Petition should be the first page of the image followed by the additional documents. Please do not use the attachment feature to attached documents.

- Click the **[Next]** button.

STEP 16 - The FEE DUE screen displays.

- Click the **[Next]** button.

STEP 17 - The case open VERIFICATION screen appears.

- If you want to continue to open this new bankruptcy case, click the **[Next]** button.

STEP 18 - The FINAL DOCKET TEXT screen displays.

- Verify the accuracy of the docket text. This is what will display on the docket sheet. Include information regarding nature of suit.
- If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the error to be corrected.
- Click the **[Next]** button.
- **NOTE:** If the [Back] button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

Open New Voluntary Bankruptcy Case

Docket Text: Final Text

Chapter 7 Voluntary Petition, Schedules & Statements. Filed by Bill Attorney on behalf of Stella D. Jefferson. (Attorney, Bill)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- An electronic payment screen appears (if a fee is due) unless using the "One Touch" petition preparation software option. See section titled Fee Payment Via Internet for additional instructions.

STEP 20 - The NOTICE OF BANKRUPTCY CASE FILING screen displays.

- The Notice of Bankruptcy Case Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the petition is now an official court document. It is recommended that you print this screen for your records since it also includes the date, time, case number and document number.
- The Notice of Bankruptcy Case Filing hyperlink appears at the top of the Notice of Electronic Filing. Clicking on this hyperlink takes you back to the PACER login screen.

Open New Voluntary Bankruptcy Case

United States Bankruptcy Court

District of South Carolina

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Attorney, Bill entered on 8/8/2006 at 2:01 PM EDT and filed on 8/8/2006

Case Name: Stella D. Jefferson

Case Number: [06-00064](#)

Document Number: [1](#)

Docket Text:

Chapter 7 Voluntary Petition, Schedules & Statements. Filed by Bill Attorney on behalf of Stella D. Jefferson. (Attorney, Bill)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:C:\Documents and Settings\Huppertz\Desktop\CMECF Misc Stuff\CaseUpload\Petition.PDF

Electronic document Stamp:

[STAMP bkecfStamp_ID=983900449 [Date=8/8/2006] [FileNumber=20565-0] [6
d7ed9bc72d6eb7e34fe79b9abfde3d232365a8ddb4523f30e809d0a6886841aece03b7
04328b832ebbcec4c36b19472327ed849c07cd77747d71e38421076d7]]

06-00064 Notice will be electronically mailed to: